

CITY OF LEWISVILLE

PHASED  
REOPENING PLAN



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

May 15, 2020

# Parks Department

**LLELA**

**Lake Park**

**Railroad Park**

**Neighborhood Parks/Trails**

<p><b>ESSENTIAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Open 7am to 7pm</li> <li>• Masks recommended</li> <li>• Social distancing required</li> <li>• No groups larger than 10; household parties recommended</li> <li>• Limited volunteer activities</li> </ul>	<ul style="list-style-type: none"> <li>• Open 7am to 7pm,</li> <li>• Masks recommended</li> <li>• Social distancing required</li> <li>• No groups larger than 10</li> <li>• Boat ramps open, docks closed</li> <li>• Day Use restrooms open</li> <li>• RV campground closed</li> <li>• Sports fields closed</li> <li>• Pavilion rentals cancelled</li> </ul>	<ul style="list-style-type: none"> <li>• Closed to vehicular traffic</li> <li>• Trails open</li> <li>• Dog and Skate Parks closed</li> <li>• Fitness area, playground, water fountains closed</li> <li>• Sports fields, restrooms closed</li> </ul>	<ul style="list-style-type: none"> <li>• Open but playgrounds closed</li> <li>• Pavilion rentals cancelled</li> <li>• Restrooms Central, LL Woods open</li> <li>• Disc golf, tennis allowed per non-contact outdoor sports rules</li> <li>• Masks recommended</li> <li>• Social distancing required</li> <li>• No groups larger than 10</li> </ul>
<p><b>INTERNAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Full-time staff rotating days in the office</li> </ul>	<ul style="list-style-type: none"> <li>• Regular operations at Toll Booth; Park Operations Team working 4-10s, assisting in other areas as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Railroad Team working 4-10s, assisting in other areas as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Park Operations Team staggering starts, working 4-10s, assisting in other areas as needed</li> </ul>
<p><b>LIMITED EXTERNAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Summer camp being held at Connor Pavilion (see Summer Camp)</li> </ul>	<ul style="list-style-type: none"> <li>• Open courtesy docks (May 20)</li> <li>• Sports fields open to small groups</li> <li>• Restrooms, water fountains at sports fields open</li> </ul>	<ul style="list-style-type: none"> <li>• Open to vehicular traffic (May 20)</li> <li>• Sports fields open to small groups</li> <li>• Restrooms, water fountains at sports fields open</li> <li>• Assignment for added park patrol</li> </ul>	<ul style="list-style-type: none"> <li>• Park patrol shifting to assist at Lake Park, Tower Bay and Railroad Park</li> </ul>
<p><b>FULL EXTERNAL OPERATIONS</b></p>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Open campground</li> <li>• Volunteer activities resume</li> </ul>	<ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> <li>• Staff and visitor screening implemented</li> <li>• All facilities staff will be working on PM, repairs and emergency repairs</li> <li>• Staff allowed to work in private offices</li> <li>• No fixed limit on group or meeting capacity</li> <li>• Contracted projects will continue with COVID-19 guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Playground opens May 30, 2020</li> <li>• Skate Park reopens May 30, 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Open playgrounds according to CDC (TBD)</li> <li>• Pavilion rentals resume (TBD)</li> <li>• PLOW deployments to assist with activities and social distancing (June 15)</li> </ul>

## Sun Valley Aquatic Center

## Old Town Aquatic Facility

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Seasonal maintenance occurring now</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal maintenance occurring now</li> </ul>		
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Full-Time staff rotating schedules, assisting in other areas of department</li> <li>Staff recruitment needs to be finalized so training can begin; FHRC part-time staff will be used for cashiers</li> <li>Once hired training will take 2-3 weeks to complete for limited opening</li> </ul>	<ul style="list-style-type: none"> <li>Will be used for lifeguard training</li> </ul>		
<b>LIMITED EXTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Limited hours of operations - limited entry per session, require reservations (June 18)</li> <li>Guests temperature taken at door, survey questions</li> <li>Lap pool, lazy river open for open swim</li> <li>Slides, water features, kiddie pool closed</li> <li>Aquatic exercise classes, instructional swim, fitness swimming</li> <li>Reduce pool furniture and equipment available, lockers unavailable</li> <li>Only private partybrella reservations for groups less than 10</li> <li>Enhanced cleaning protocols, additional deck staff to enforce social distancing requirements</li> </ul>	<ul style="list-style-type: none"> <li>Closed for the season</li> </ul>		
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 18, 2020</b></p> <ul style="list-style-type: none"> <li>Increase number allowed entry during open swim sessions (TBD)</li> <li>Open slides, water features, kiddie pool according to CDC recommendations</li> <li>Allow larger partybrella reservations according to group size restrictions</li> <li>Add pool furniture and equipment available</li> </ul>	<ul style="list-style-type: none"> <li>Closed for the season</li> </ul>		

**Thrive**

**Herring**

**Senior Activity Center**

**Pard Admin. Offices**

<p><b>ESSENTIAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Complete construction May 30</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Meals on Wheels staging operations for Monday deliveries</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> </ul>
<p><b>INTERNAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Staff rotating working from home, on-site, park patrol and call center support</li> </ul>	<ul style="list-style-type: none"> <li>• Staff working from home, park patrol support</li> </ul>	<ul style="list-style-type: none"> <li>• Staff rotating working from home, on-site, park patrol and call center support</li> </ul>	<ul style="list-style-type: none"> <li>• One person answering phones each day</li> <li>• Staff supporting call center or working from home</li> </ul>
<p><b>LIMITED EXTERNAL OPERATIONS</b></p>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Full-time staff move-in, prepare for opening</li> <li>• Hire part-time complement of staff</li> <li>• Staff training and preparation for opening</li> <li>• Consider facility tours</li> </ul>	<ul style="list-style-type: none"> <li>• Facility will remain closed through FY21</li> <li>• Design efforts for PARD Admin Offices will continue</li> <li>• FT staff to be reassigned to PLOW, Outreach/Marketing, Athletics, Thrive</li> <li>• PT staff to be reassigned to Thrive</li> </ul>	<ul style="list-style-type: none"> <li>• MWF 8am to 3pm; TTh 8am to 7pm (June 15)</li> <li>• Limit capacity according to State guidelines</li> <li>• Temperature scans, survey for participants upon entry</li> <li>• Enhanced cleaning and disinfectant procedures</li> <li>• Limited programs, online programming continues</li> </ul>	<ul style="list-style-type: none"> <li>• 25% of staff return to office (May 18)</li> <li>• Reservations/annual passes by appointment or at curbside</li> <li>• Herring Staff begins move-in</li> </ul>
<p><b>FULL EXTERNAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Soft opening with limited operations (September)</li> <li>• Limited program, on-site membership sales</li> <li>• Full hours of operations and grand opening activities (October)</li> </ul>	<ul style="list-style-type: none"> <li>• Hosting early voting June 29th through July 10th</li> </ul>	<ul style="list-style-type: none"> <li>• Move to Thrive for full operations (September)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff returns to the office (June 1)</li> </ul>

### Special Events

### PLOW

### Summer Camp

ESSENTIAL OPERATIONS	<ul style="list-style-type: none"> <li>All summer events cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Assist LISD/partners with COVID plans</li> <li>Deploy PLOW mobile for park patrol</li> <li>All spring and early summer events cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public</li> </ul>	
INTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>Staff working from home, park patrol support</li> </ul>	<ul style="list-style-type: none"> <li>Staff working from home, park patrol support</li> </ul>	<ul style="list-style-type: none"> <li>Staff rotating working from home, on-site, park patrol and call center support</li> </ul>	
LIMITED EXTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>Considering offering the Ducky Derby in a virtual capacity</li> </ul>	<ul style="list-style-type: none"> <li>Move into PARD Administrative Office (May 26)</li> </ul>	<ul style="list-style-type: none"> <li>Connor Pavilion at Lake Park (June 15)</li> <li>Limit capacity to 20 (2 groups of 10)</li> <li>Temperature scans, survey for participants upon drop off area</li> <li>Enhanced cleaning and disinfectant procedures</li> <li>FT staffers only; include CRT staff in ratio</li> <li>Open two sessions (weeks); evaluate to determine additional session</li> <li>Open to residents of Lewisville or City Employees only</li> </ul>	
FULL EXTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>Staff evaluating fall event schedule; reimagining Spooktakular, Pumpkin Walk, Toy Run</li> <li>Visitor screening being considered</li> </ul>	<ul style="list-style-type: none"> <li>Limited deployments to neighborhood parks (June 15)</li> <li>Deployments to apartment complexes (TBD)</li> <li>Movement on the Parkway moved to October</li> </ul>	<ul style="list-style-type: none"> <li>Possible additional session, expanded capacity (July)</li> </ul>	

Library

## Library - Facility Changes

## Library - Employee Changes

## Library - Visitor Changes

## Library - Other Considerations

ESSENTIAL OPERATIONS	<p><b>March 25, 2020 - Closed pickup window at noon</b>  <b>March 26, 2020 - Library, pickup window and drop closed</b></p> <ul style="list-style-type: none"> <li>Facility closed</li> <li>All staff working at home or on COVID leave</li> <li>Library Board meetings held online as needed</li> <li>Library Materials Return closed</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed</li> <li>5 Library staff working at home, remainder on COVID leave</li> <li>Phones rolling to voicemail</li> </ul>	<ul style="list-style-type: none"> <li>All events cancelled through July</li> <li>Email, voicemail and Ask the Library online form questions answered M-F</li> </ul>	<ul style="list-style-type: none"> <li>Recently expired or cards set to expire during closure, extended until August 1</li> <li>Due dates on all library materials extended to May 15</li> <li>Ask the Library Google Form posted on website for patron communication</li> <li>Library Supervisory team telecommuting full-time</li> </ul>
INTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>Facility closed to the public</li> <li>Staff screening implemented via Annex</li> <li>Library Board meetings held online as needed</li> <li>Library Director visits Library once per week to water plants, check mail, other essential tasks</li> </ul>	<ul style="list-style-type: none"> <li>Staff in facility for special projects only (make masks, check in isolated materials from before closure, etc)</li> <li>All Library staff working at home, working special projects or call center operation, or on COVID leave</li> </ul>	<ul style="list-style-type: none"> <li>All events cancelled through July, Library programming offered virtually</li> <li>Email, voicemail and Ask the Library online form questions answered M-F</li> <li>Increase in social media activity</li> <li>Patrons can maintain accounts by paying fines and fees online; revenue reporting continues to Finance</li> </ul>	<ul style="list-style-type: none"> <li>Facility closure makes deliveries difficult. Most on hold, COVID supplies shipped to Central Fire</li> <li>Online form to create temporary cards for Denton County Residents created</li> <li>Staff screening implemented via Annex</li> <li>All staff working from home, special projects or call center, or on COVID leave</li> </ul>
LIMITED EXTERNAL OPERATIONS	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>All staff in the office</li> </ul> <p><b>June 1, 2020 - Pickup &amp; Go</b></p> <ul style="list-style-type: none"> <li>Pickup &amp; Go Phase: Facility closed to the public, but pickup window open limited hours</li> <li>Staff screening implemented via Library</li> <li>Library Board meetings held online as needed</li> </ul>	<ul style="list-style-type: none"> <li>Facility open to the staff, teams working alternating weeks or days until May 27</li> <li>Staff working downstairs, at Info Desk, window, and accounts area</li> <li>Staff required to wear a mask when working with the public and when arriving for a temperature check</li> <li>All staff in the office starting May 27</li> </ul>	<ul style="list-style-type: none"> <li>All events cancelled through July, Library programming offered virtually</li> <li>Materials Return open May 1</li> <li>Pickup window and phones open with limited hours May 8</li> <li>Mobile Printing possible May 8</li> <li>Virtual readers advisory assistance</li> </ul>	<ul style="list-style-type: none"> <li>Materials return open to the public</li> <li>Facility closed to the public. Pickup window &amp; phones open limited hours starting May 8. Wednesday-Thursday 11 a.m.-7 p.m., Friday - Saturday 11 a.m.-5 p.m. Expanding hours June 1.</li> <li>Staff screening implemented within Library</li> <li>Ability to upgrade temporary cards for Denton County Residents added</li> </ul>
FULL EXTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>Will be accomplished in phases. Proposed phases are:               <ul style="list-style-type: none"> <li>Come &amp; Go (by appointment only) - June 18</li> <li>Come &amp; Stay - Date TBD</li> <li>Come &amp; Play - Date TBD</li> </ul> </li> <li>Staff and visitor screening implemented</li> <li>All staff in the office</li> <li>Library Board meetings held online or as normal</li> <li>Plexiglass barriers installed (15) – Accounts Desk-2, Info Desk-3, Youth Desk-4, Hive-2, 2<sup>nd</sup> Floor Adult Desk-4</li> <li>Plexiglass barriers installed (15)</li> </ul>	<ul style="list-style-type: none"> <li>Staff and visitor screening implemented</li> <li>All staff in the office</li> <li>Staff accepting deliveries, resume ordering and receiving</li> <li>Staff required to wear a mask when working with the public and when arriving for temperature check</li> </ul>	<ul style="list-style-type: none"> <li>In Come &amp; Go, Library opens with limited hours and limited services by appointment only. Monday-Wednesday 10-8, Thursday 10-6, Saturday 11-5</li> <li>All in person Library events cancelled through July, programming offered virtually</li> <li>Staff and visitor screening implemented</li> <li>Come &amp; Stay and Come &amp; Play phases start date is dependent on COVID community spread status</li> </ul>	<ul style="list-style-type: none"> <li>Close the Library's West Parking Lot</li> </ul>





## Library

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed, Library Materials Return closed</li> <li>• 5 staff work at home, remainder COVID leave</li> <li>• Email, voicemail and Ask the Library online form questions answered M-F</li> <li>• All events cancelled through July</li> <li>• Recently expired or cards set to expire during closure, extended until August 1</li> <li>• Due date on all library materials extended to May 15</li> </ul>			
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Staff screening implemented via Annex</li> <li>• Library Board meetings held online as needed</li> <li>• Library Director works in Library once per week</li> <li>• Staff in facility for special projects only</li> <li>• Library staff working at home, special projects or call center operation, or on COVID leave</li> <li>• Online form to create temporary cards for Denton County Residents created</li> </ul>			
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>June 1 - June 18, 2020 - Pickup &amp; Go</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public. Pickup window &amp; phones hours expanded from 28 hours a week to 42 hours a week.</li> <li>• Library programming offered virtually</li> </ul> <p><b>June 15</b></p> <ul style="list-style-type: none"> <li>• Limited computer access by appointment, Internet Access via bring your own device by appointment. Checkouts and returns continue through pickup window and external return.</li> </ul>			
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>TBD</b></p> <p>Will be accomplished in phases. Proposed phases are Come &amp; Go (by appointment only), Come &amp; Stay, and Come &amp; Play.</p> <ul style="list-style-type: none"> <li>• Library Board meetings held virtually or as normal</li> </ul>			

LIBRARY

MCL Grand

### Facility Changes

### Employee Changes

### Visitor Changes

### Other Considerations

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Facility closed</li> </ul>	<ul style="list-style-type: none"> <li>Staff Working from Home or in Call Center, as work is available and around FMLA childcare needs.</li> <li>Finalize re-opening plans and schedule.</li> <li>Continue to work through reschedules, cancellations, refunds and communications about schedule changes.</li> <li>Staff training for some or all FT on Temp check</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed</li> <li>research/conference with similar venues and the work with City's legal division to decide if contract addendums or vendor commitment type contracts need to be created and implemented.</li> </ul>
<b>INTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Building closed to the public</li> <li>Deep cleaning (COVID related and due to the extended closures) begin. Some could begin before staff arrive.</li> <li>New opening and closing procedures for building spaces are implemented.</li> <li>New work area cleaning procedures are implemented.</li> </ul> <p>** All of the cleaning and staffing procedures are explained more thoroughly in the larger working "MCL Grand re-opening operations" document.</p>	<p>protocols before RTW has started.</p> <p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Staggered staffing schedule</li> <li>Staff assignments for opening/closing procedures implemented</li> <li>Staff temperature checks implemented either at MCL Grand, or in partnership with the VIC as part of opening procedures.</li> <li>Staff can wear PPE at their discretion.</li> <li>Zoom and/or in-person staff training about new procedures with Theater Attendant staff</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>No Visitors allowed</li> <li>Start outward communication and promotion on when the building will open, what new protocols for safety are being implemented.</li> <li>Attempt some additional online content to engage audiences.</li> </ul> <p><b>June 1 - June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Visitors allowed in facility by appointment only</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Staff will work in partnership with Facilities and ABS to define the cleaning plan so all tasks are completed but not duplicated efforts</li> <li>Reset the lobby, removing soft cloth covered furniture, reset with classroom or banquet chairs for seating that's easier to clean/disinfect (May need to store furniture at CH during this time, no space at the Grand.)</li> <li>Reset all spaces to new "COVID appropriate" base-setups (to allow for proper sanitization of equipment)</li> <li>Will need additional cleaning and PPE supplies to provide to staff.</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Possible reduced hours for public access- hours will be communicated on website, social media and possibly on outside signage that can be updated.</li> <li>One entry point (courtyard) established for all visitors to enter in to allow for counting and screening.</li> <li>Lobby desk will be used for visitor screening</li> <li>Cleaning protocols as defined for "during events" implemented.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Staff will have assignments at lobby desk to screen visitors, will be mostly FT staff during the day but PT will need to be trained.</li> <li>Full-time staff will always be assigned to work through building closure during all times of events or public being in the building. They will be in addition to the 1-2 theater attendants scheduled.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Visitors allowed- at reduced levels per space. Event type and capacities allowed at this stage TBD.</li> <li>Only one access point for entry.</li> <li>Lobby desk used for visitor screening, will be staffed at all times when visitors could be entering the building.</li> <li>Allow resident tickets to be purchased for MCLG Presents shows to alleviate coming to building (giving address verbally will suffice.)</li> <li>If customers come into purchase tickets or pay rental fees, staff will not take CC from them to type in number but ask customer to read the number to them.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Will need additional cleaning supplies with refreshed quantities based on event impacts</li> <li>Will need help with large patron signage preparation from Matt M. or Public Works – internal and external, branded, signage. (Dual Language in most/all cases.)</li> <li>Temporarily discontinue the rentals/availability/use of tablecloths. TBD if outside cloths could be used.</li> <li>Additional shift time will be needed on closing shifts to allow for closing procedures after events conclude.</li> <li>Additional ABS or Facilities staff scheduled at the MCL Grand during event times will be needed to execute "during event" cleaning of public spaces.</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>Facility re-opened fully, with above listed protocols remaining in place for as long as local authorities or city-policy directs.</li> </ul>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>Staff will be fully back in the office (around disaster declaration availability of the Family leave time), but schedules will still be somewhat staggered due to event staffing coverage including all weekend shifts having FT staff present.</li> </ul>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>Encourage e-ticketing option through Tix to reduce printed tickets (we will not be able to reduce tickets fully as many patrons do not have smart phones.)</li> <li>No printed programs for MCLG Presents</li> <li>Ushers to not touch tickets by patrons, only hold scanners.</li> </ul>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>With or without legal documentation, Clients will have to at least "promise" to respect MCL Grand protocols and help to communicate to their patrons what to expect.</li> <li>MCL Grand will work with clients to make sure their requested standards (if in addition to MCL Grand's) can be accommodated.</li> </ul>



## Arts & MCL Grand

## Tourism & Visitor Center

## Special Events

## Community Relations

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed</li> <li>• All staff telecommuting or on COVID leave</li> <li>• Arts Board meetings held as online meetings as needed</li> <li>• Phones routed through City Call Center</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed</li> <li>• All staff telecommuting or on COVID leave</li> <li>• Phones routed through City Call Center</li> <li>• KLB staff allowed minimal one-person access</li> </ul>	<ul style="list-style-type: none"> <li>• All events cancelled until Western Days</li> <li>• All staff telecommuting or on COVID leave</li> <li>• Phones routed through City Call Center</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented</li> <li>• Director/Public Information Coordinator in the office on rotation</li> <li>• Video Specialist telecommuting or on COVID leave</li> </ul>
<b>INTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Arts Center Manager in the office</li> <li>• (2) Arts Center Specialists in the office on rotation</li> <li>• Arts Center Supervisor and Arts Center Programming Specialist on rotation as needed</li> <li>• Part-time attendants as needed</li> <li>• Arts Board meetings held online as needed</li> <li>• Reception desk remains closed</li> </ul> <p><b>June 1 - June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Meetings by appointment only</li> <li>• All staff reporting to work</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Marketing &amp; Tourism Manager and Tourism Sales Coordinator in the office on rotation</li> <li>• Electronic Communications Specialist and Public Information Specialist in the office on rotation</li> <li>• Community Outreach Specialist working from home</li> <li>• Reception desk remains closed</li> <li>• KLB staff allowed to work in private offices</li> <li>• No outside visitors or meetings</li> </ul> <p><b>June 1 - June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Meetings by appointment only</li> <li>• All staff reporting to work</li> </ul>	<ul style="list-style-type: none"> <li>• All events cancelled until Western Days</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Marketing Events Coordinator in the office as needed</li> <li>• (2) Events &amp; Promotion Specialists on rotation as needed</li> <li>• Staff assisting other operations as needed</li> </ul> <p><b>June 1 - June 14, 2020</b></p> <ul style="list-style-type: none"> <li>• Meetings by appointment only</li> <li>• All staff reporting to work</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Director in the office</li> <li>• Public Information Coordinator in the office (at Visitor Center)</li> <li>• Video Specialist telecommuting or on COVID leave</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• Meetings by appointment only</li> <li>• All staff reporting to work</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open for small non-ticketed events with restrictions</li> <li>• Staff and visitor screening implemented</li> <li>• Arts Center Manager in the office</li> <li>• All staff in office (unless staff approved under telecommuting directive)</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in office (unless staff approved under telecommuting directive)</li> <li>• KLB staff allowed to work in private offices</li> <li>• No visitor groups or meetings with more than 10 people (including staff participants)</li> </ul>	<ul style="list-style-type: none"> <li>• All events cancelled until Western Days</li> <li>• Staff and visitor screening implemented</li> <li>• Marketing Events Coordinator in the office as needed</li> <li>• (2) Events &amp; Promotion Specialists on rotation as needed</li> <li>• Staff assisting other operations as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• Director in the office</li> <li>• Public Information Coordinator in the office (at Visitor Center)</li> <li>• Video Specialist in the office as needed</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Larger events allowed with restrictions</li> <li>• MCL Grand Presents series resume regular schedule with restrictions</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Part-time attendants as needed</li> <li>• Arts Board meetings as normal</li> <li>• Reception desk resumes regular hours</li> </ul>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Reception desk resumes regular hours</li> <li>• KLB staff allowed to work in private offices</li> <li>• No fixed limit on group or meeting capacity</li> </ul>	<ul style="list-style-type: none"> <li>• All events cancelled until Western Days</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Staff assisting other operations as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> </ul>

**COMMUNITY RELATIONS AND TOURISM**

# Animal Shelter

## Animal Shelter Facility Changes

## Employee Changes

ESSENTIAL OPERATIONS	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Hand sanitizer dispensers placed outside entry</li> </ul>	<ul style="list-style-type: none"> <li>• Animal Control Officers continue to respond to complaint calls</li> <li>• Care for animals continues</li> </ul>
INTERNAL OPERATIONS	(Same as above)	(Same as above)
LIMITED EXTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>• Continue staff screening(temperature checks)</li> <li>• Plexi-glass installed at Animal Services Counter</li> <li>• Use retractable belt barriers</li> <li>• Social distancing signage for floor and wall</li> <li>• Routine cleaning of frequently touched surfaces twice daily</li> <li>• Public allowed to pick up adopted animals by virtual adoptions</li> </ul>	<ul style="list-style-type: none"> <li>• Adoptions fees waived and on-line adoptions put in place on April 10, 2020</li> </ul>
FULL EXTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>• Facility open to the public 06.29.20</li> </ul>	<ul style="list-style-type: none"> <li>• Plan to resume In-house Sterilizations during the month of June 2020</li> <li>• Plan to resume Vet Tech Hours during the month of June 2020</li> <li>• Animal Services volunteers will resume when needed</li> </ul>

## Animal Services

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• All staff working at home or on COVID leave</li> <li>• Animal Advisory Board meetings held online as needed</li> </ul>			
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Staff screening implemented (temperature checks)</li> <li>• Facility closed to the public</li> <li>• Office staff spread out to allow for social distancing</li> </ul>			
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility not open to the public</li> <li>• Staff returns to office</li> <li>• Virtual Adoptions by Appointment Only</li> <li>• Owner Surrenders by Appointment Only</li> <li>• Continue Response for Calls for Service by Animal Services Officers</li> </ul>			
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Return to Normal Fees</li> <li>• Return to Normal Operation with Volunteer Program</li> <li>• Part-Time Kennel Attendant returns to work</li> </ul>			

ANIMAL SERVICES

# Fire Department



Administration

Operations

Prevention

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>ESSENTIAL OPERATIONS</b></p>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>Chief Officers alternate in-office schedules</li> <li>Support emergency operations and provide only necessary services</li> </ul>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>Maintain emergency operations and provide only necessary services</li> </ul>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>Business education and enforcement</li> <li>Construction and occupancy inspections</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>INTERNAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>Facility closed to the public</li> <li>Data management technician works at home</li> <li>Distancing measures and individual offices utilized</li> </ul>	<ul style="list-style-type: none"> <li>Maintain emergency operations and provide only necessary services</li> <li>Training moved to operations</li> </ul>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>LIMITED EXTERNAL OPERATIONS</b></p>	<p><b>May 26 - May 31, 2020</b></p> <ul style="list-style-type: none"> <li>Fire Stations remain closed to the Public</li> <li>Employees return to work</li> <li>Work-related travel cancelled</li> <li>Off-site and hosted training cancelled</li> <li>Staff and visitor screening (temperature checks)</li> </ul> <p><b>June 1 - June 14, 2020</b></p> <ul style="list-style-type: none"> <li>Appointments can occur at remote sites</li> </ul>	<ul style="list-style-type: none"> <li>Stations closed to the public</li> <li>Outside travel and training cancelled</li> <li>Hosted training classes cancelled</li> <li>Multi-company training suspended</li> <li>Student and civilian riders cancelled</li> <li>Public education events cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Outside travel and training cancelled</li> <li>Annual Fire Inspections cancelled</li> <li>Inspections limited to construction, occupancy and life safety</li> <li>Staff transitioned to business education and enforcement</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>FULL EXTERNAL OPERATIONS</b></p>	<p><b>TBD</b></p> <ul style="list-style-type: none"> <li>Facility opens to the public</li> <li>Outside training allowed</li> <li>All staff in the office</li> </ul>	<ul style="list-style-type: none"> <li>Facility open to the public</li> <li>0630 tones discontinued</li> <li>Staff temperature screening</li> <li>Outside and multi-company training allowed</li> <li>Student and civilian riders allowed per SOPs</li> <li>Public education events allowed</li> </ul>	<ul style="list-style-type: none"> <li>All staff in the office</li> <li>Staff and visitor temperature screening</li> <li>All inspections conducted</li> </ul>



# Police Department

## Patrol Operations

## Support Operations

## Civilian Services

## General Operations

<b>EMERGENCY OPERATIONS</b>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>Patrol will be assigned alternate schedules (12 on / 12 off) to ensure staffing</li> <li>Officers will only respond to public safety crimes</li> <li>Officers are encouraged, where appropriate, to only arrest suspects for violent crimes and crimes of public disorder.</li> </ul>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>All remaining Support sworn personnel will be assigned to Patrol</li> <li>Officers will only respond to public safety crimes</li> <li>Officers are encouraged, where appropriate, to only arrest suspects for violent crimes and crimes of public disorder.</li> </ul>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>Communications will not confirm on other agency requests for confirmation on Lewisville misdemeanor arrests</li> <li>Detention will have prisoners transported to the Denton County jail ASAP</li> <li>Property and Evidence will only return essential property to the public</li> </ul>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>Only essential employees will work</li> <li>Both lobbies will be closed to the public unless access is needed. Temps are taken</li> <li>Employees will be assigned to workgroups</li> <li>Employee movement within building will be limited</li> </ul>
<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Two officers will be assigned to take property crimes over the phone</li> <li>Officers will issue citations for Class C in lieu of arrests</li> <li>All misdemeanor arrests are restricted</li> <li>Offices will only respond to injury crashes or those with road blockage</li> <li>Shift briefings are canceled</li> </ul>	<ul style="list-style-type: none"> <li>Officers return to normal assignments</li> <li>Detectives working different schedules and meeting by appointment or virtual</li> </ul>	<ul style="list-style-type: none"> <li>No fingerprint services for the public</li> <li>Communications will not confirm on Lewisville Class C warrants for other cities</li> <li>Communications will encourage callers to report certain crimes online if they are not in progress</li> <li>Communications will pre-screen complainants where there will be a police response</li> </ul>	<ul style="list-style-type: none"> <li>Community meetings, demonstrations, and other gatherings will be cancelled, unless officers are present for public safety or security</li> <li>All training classes are cancelled</li> <li>Most off-duty employment is cancelled</li> <li>Work-related travel outside of City is restricted</li> <li>Volunteers not allowed to work</li> </ul>
<b>LIMITED OPERATIONS</b>	<p><b>June 1</b></p> <ul style="list-style-type: none"> <li>Shift briefings resume with social distancing</li> <li>Police facility remains closed</li> </ul>	<p><b>June 1</b></p> <ul style="list-style-type: none"> <li>Special operations return to normal</li> <li>Detectives return to normal schedules</li> <li>Police facility remains closed</li> </ul>	<p><b>June 1</b></p> <ul style="list-style-type: none"> <li>Police Lobby remains closed except by appointment</li> <li>Communications and Jail return to normal operations</li> <li>Jail Lobby will be accessed through an intercom</li> </ul>	<p><b>June 1</b></p> <ul style="list-style-type: none"> <li>Off duty employment is resumed</li> <li>Training resumes with social distancing</li> <li>Employees will keep workplace disinfected</li> <li>Monitor employees and send them home if they have symptoms</li> </ul>
<b>NON-RESTRICTED OPERATIONS</b>	<p><b>June 15</b></p> <ul style="list-style-type: none"> <li>Patrol will resume normal response</li> <li>Police facility reopening TBD</li> </ul>	<p><b>June 15</b></p> <ul style="list-style-type: none"> <li>Police facility with limited access by appointment only continues</li> <li>Police facility reopening TBD</li> </ul>	<p><b>June 15</b></p> <ul style="list-style-type: none"> <li>Police facility with limited access by appointment only continues</li> <li>Police facility reopening TBD</li> </ul>	<p><b>June 15</b></p> <ul style="list-style-type: none"> <li>Facility will fully open to the public when community spread of COVID is limited</li> <li>Police facility reopening TBD</li> </ul>

**POLICE DEPARTMENT**

# Municipal Annex

## Annex - Facility Changes

## Other Considerations

<b>ESSENTIAL OPERATIONS</b>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Hand sanitizer dispensers placed outside courtroom and at public service windows</li> <li>• “Stop the Spread of Germs” flyers posted in multiple locations in the court building</li> <li>• Community room reservations cancelled</li> </ul>	<ul style="list-style-type: none"> <li>• Court building cleaning staff will clean common areas of court building at least daily</li> <li>• Court building cleaning staff will clean courtrooms at end of each day</li> <li>• Cleaning staff to be provided cleaning supplies that are effective with this coronavirus</li> <li>• Cleaning staff trained on proper cleaning techniques</li> </ul>
<b>INTERNAL OPERATIONS</b>	<p>(Same as above)</p>	
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff returns to offices except where social distancing is not possible</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• A podium to be used in courtroom when addressing the court</li> <li>• Counsel tables, witness stand, judge’s bench, and clerk and bailiff seating arranged to ensure social distancing standards</li> </ul>	
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Public access to Annex will be limited to Atrium North and South doors</li> <li>• East entrance will be designated “Employee Only”</li> <li>• All persons not from same household must maintain social distancing of at least 6 feet</li> <li>• Public common areas posted with appropriate signage requiring social distancing directives</li> <li>• Break rooms will remain closed to the public</li> </ul>	<ul style="list-style-type: none"> <li>• All individuals entering courtroom will be required to wear masks at all times</li> <li>• Individuals who do not have masks will be provided one</li> </ul>

## Court Operations

## Judicial Services

## General Counsel

## Prosecution

ESSENTIAL OPERATIONS	<ul style="list-style-type: none"> <li>• Court Admin closed</li> <li>• Tickets paid online</li> </ul>	<ul style="list-style-type: none"> <li>• All essential proceedings by video conference (Zoom) where possible, but in-person hearing as required</li> <li>• Remote jail magistrations for 5 or less persons</li> <li>• In person magistrations for 6 or more persons</li> </ul>	<p><b>March 16 - TBD</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Staff screening implemented</li> <li>• Staff, other than Prosecutor, staggers alternate days between the office and telecommuting to avoid cross contamination</li> <li>• Staff responds as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Prosecutor telecommutes</li> <li>• Prosecutor responds as needed</li> </ul>
INTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>• Payments continue online</li> <li>• Staff screening implemented (temperature checks)</li> </ul>	<p>Same as above</p>	<p>Same as above</p>	<p>Same as above</p>
LIMITED EXTERNAL OPERATIONS	<p><b>May 26</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Staff returns to full-time office schedule</li> <li>• Payments continue online</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• Encourage public to resolve all court matters through alternative contact points (i.e., phone, mail or using the drop box)</li> <li>• Payments/Pay-Plan set by appointment only</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Judges return to in-office schedule</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• All judges to comply with Emergency Orders of Court Criminal Appeals</li> <li>• All judges to use reasonable efforts to conduct proceedings remotely</li> </ul>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public by appointment</li> <li>• All staff in the office</li> <li>• Staff responds as needed</li> </ul>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public by appointment only</li> <li>• Staff and visitor screening implemented</li> <li>• Prosecutor telecommutes until court opens</li> <li>• Prosecutor responds as needed</li> </ul>
FULL EXTERNAL OPERATIONS	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Resume confirming on Class C arrest warrants beginning July 1</li> </ul>	<p><b>June 15, 2020 - July 31, 2020</b></p> <ul style="list-style-type: none"> <li>• Non-essential in-person proceedings</li> <li>• Jury trials will not resume until July 1, 2020</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• Prosecutor in the office</li> </ul>

MUNICIPAL COURT

## Information Tech. Services

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>One System Support Specialist and three Interns are staffed from the Annex Mon-Fri. IT Director MWF and IT Manager Tues/Thurs at the Annex. Secretary working part time from home. All other employees can continue their duties and projects working remotely. Only essential IT services are supported.</li> </ul>			
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Network Infrastructure Engineer will report to the Annex daily. All other staffing remains the same as Essential Operations. All IT services are now supported with limited on-site staff.</li> <li>All employees are required to practice social distancing and wear mask when around others.</li> </ul>			
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>Records Information Analyst reports OTCH full-time.</li> <li>All supervisors return to work on a rotating schedule. Due to crowded office conditions, positions that have proved to be able to maintain a high quality of work remotely will continue to telecommute.</li> <li>ITS will begin to staff remote OTCH, Library, and Fire with System Support Specialist.</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>Public may make appointments</li> <li>Employees continuing to telecommute ( must have signed agreement)</li> </ul>			
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>ITS will begin to staff remote OTCH, Library, and Fire with System Support Specialist.</li> <li>Records Information Analyst will report to OTCH full-time.</li> </ul>			

ITS

# Public Services



## Kealy - Facility Changes

## Employee Changes

ESSENTIAL OPERATIONS	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to public; deliveries allowed</li> <li>• Temperature checks for employees</li> <li>• Meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>• Staff telecommuting or staggered staffing schedule and working around FMLA child care needs.</li> <li>• Staff wear masks when using gathered locations, restrooms, etc.</li> </ul>
INTERNAL OPERATIONS	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Building closed to the public</li> <li>• Conference room capacity reduced for social distancing</li> <li>• Social Distancing is in place</li> <li>• Sanitizing of facility will continue</li> <li>• Meetings held virtually</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work unless FMLA child care approved</li> <li>• Staff temperature checks continue</li> <li>• Staff wear masks when using gathered locations, restrooms, etc.</li> <li>• Employees that work in shared spaces will continue to work from vehicles</li> </ul>
LIMITED EXTERNAL OPERATIONS	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Social distancing markers placed in appropriate places</li> <li>• Conference room by appointment only</li> <li>• Water meter pick up restricted</li> <li>• Appropriate signage</li> <li>• Visitors to the facility limited to essential visitors.</li> <li>• Visitors are expected to wear masks.</li> </ul>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility opened for appointment only</li> <li>• Temperature checks for employee continues</li> <li>• Staff wear mask in public.</li> <li>• Staggered employee time, lunch time, etc.</li> </ul>
FULL EXTERNAL OPERATIONS	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open with protocols remaining in place for as long as local authorities direct</li> <li>• Social distancing required</li> <li>• Sanitizing of facility will continue</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Temperature checks of employees continues</li> <li>• Social distancing required</li> <li>• Staff wear masks in public</li> <li>• Continue staggered employee report time, lunch time, etc. as appropriate.</li> </ul>

## Water Plant - Facility Changes

## Employee Changes

ESSENTIAL OPERATIONS	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to public; deliveries allowed</li> <li>• Temperature checks for employees</li> <li>• Meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>• Essential staff on-site, staff telecommuting where possible or staggered staffing schedule and working around FMLA child care needs.</li> </ul>
INTERNAL OPERATIONS	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• Special cleaning procedures</li> <li>• Conference room capacity reduced for social distancing</li> <li>• Meetings held virtually</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> <li>• Staff temperature checks continue</li> <li>• Staff wear masks when using gathered locations, restrooms, etc.</li> <li>• Employees that work in shared spaces will continue to work from vehicles</li> </ul>
LIMITED EXTERNAL OPERATIONS	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff and visitor screening implemented.</li> <li>• Facility visitors limited to essential outside services.</li> <li>• Meetings held virtually</li> <li>• Special cleaning procedures</li> <li>• Appropriate signage as needed</li> </ul>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Temperature checks for employees continues</li> <li>• Staff wear masks when using gathered locations, common restrooms, etc.</li> </ul>
FULL EXTERNAL OPERATIONS	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open with above listed protocols remaining in place for as long as local authorities direct</li> <li>• Social distancing required</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Temperature checks of employees continues</li> <li>• Social distancing required</li> </ul>

## WW Plant / Laboratory - Facility Changes

## Employee Changes

<b>ESSENTIAL OPERATIONS</b>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• Laboratory closed to non-essential testing (required routine and emergency samples only)</li> <li>• Temperature checks for employees</li> </ul>	<ul style="list-style-type: none"> <li>• Essential staff on-site, staff telecommuting where possible or staggered staffing schedule and working around FMLA child care needs.</li> </ul>
<b>INTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• Laboratory closed to non-essential testing</li> <li>• Special cleaning procedures</li> <li>• Meetings held virtually</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> <li>• Staff temperature checks continue</li> <li>• Staff wear masks when using gathered locations, restrooms, etc.</li> <li>• Employees that work in shared spaces will continue to work from vehicles or coordinate time to use the shared office.</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff and visitor screening implemented.</li> <li>• Facility visitors limited to essential outside services.</li> <li>• Laboratory sample delivery continues to be restricted.</li> <li>• All outside sample drop off require masks to be worn.</li> <li>• Meetings held virtually</li> <li>• Special cleaning procedures</li> <li>• Appropriate signage as needed</li> </ul>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Temperature checks for employees continues</li> <li>• Staff wear masks when using gathered locations, common restrooms, etc.</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open with above listed protocols remaining in place for as long as local authorities direct</li> <li>• Laboratory open to all customers</li> <li>• Social distancing required</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Temperature checks of employees continues</li> <li>• Social distancing required</li> </ul>

	<b>PS Administration</b>	<b>Street Division</b>	<b>Traffic Division</b>	<b>Utility Line Maintenance</b>
<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Director and Managers working from home and rotating into the office 1 day per week.</li> <li>Sr. Admin Asst. working full schedule with one Admin. Assistant rotating into office a few hours per week</li> <li>All meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>3 person crew to handle essential needs</li> <li>Manager in office on Thursdays/working home rest of week</li> <li>Opr Supervisor in office on Wednesdays/working home rest of week</li> <li>Remaining staff on call at home or on COVID-19 leave</li> <li>Social distancing and Covid-19 guidelines are maintained</li> <li>All meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>1 person crew to handle essential needs</li> <li>Traffic Supervisor in office on Tuesday/working home rest of week</li> <li>Remaining staff on call at home or on COVID-19 leave</li> <li>Social distancing and Covid-19 guidelines are maintained</li> <li>All meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>Manager in office on Mondays/working home rest of week</li> <li>Operation Supervisor in office on Thursday/working home rest of week</li> <li>Forman and repair crew both on call</li> <li>1 person for service calls</li> <li>1 person for line locates</li> </ul>
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>Sr. Admin. Asst. and one Admin. Asst. in the office</li> <li>Director/Managers in the office on rotation</li> <li>All meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>Manager in office on Thursdays/working home rest of week</li> <li>Opr Supervisor in office on Monday-Wednesday/working home Thursday &amp; Friday</li> <li>Meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>Traffic Supervisor in office on Monday, Tuesday, Friday/working home Wednesday, Thursday</li> <li>Meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>Manager in office Mondays/work from home rest of week</li> <li>Operations Supervisor in office on Tuesdays/work from home rest of week</li> <li>Virtual meetings held</li> <li>On call Forman/repair crew</li> <li>1 person for service calls</li> <li>1 person for line locates</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open for water meter pickup by appointment with restrictions; deliveries allowed</li> <li>Staff / Visitors screening implemented</li> <li>Sr. Admin. Asst. and one Admin. Asst. in the office</li> <li>Director/Managers in the office</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>All employees not on Covid-19 Child Care leave working</li> <li>Social distancing and Covid-19 guidelines are maintained</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>All employees not on Covid-19 Child Care leave working</li> <li>Social distancing and Covid-19 guidelines are maintained</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>Facility closed to the public; deliveries allowed</li> <li>Staff screening implemented</li> <li>Manager and Operations Supervisor in office</li> <li>4 person repair crew 4 days per week</li> <li>2 person flushing crew 4 days per week</li> <li>1 person for service calls</li> <li>1 person for line locates</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public</li> <li>Staff and visitor screening implemented</li> <li>All staff at work unless on Covid-19 Child Care leave</li> <li>Social distancing and COVID-19 guidelines are maintained.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public</li> <li>Staff and visitor screening implemented</li> <li>All staff at work unless on Covid-19 Child Care leave</li> <li>Social distancing and COVID-19 guidelines are maintained.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public</li> <li>Staff and visitor screening implemented</li> <li>All staff at work unless on Covid-19 Child Care leave</li> <li>Social distancing and COVID-19 guidelines are maintained</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public</li> <li>Staff and visitor screening implemented</li> <li>All staff at work unless on Covid-19 Child Care leave</li> <li>Social distancing and COVID-19 guidelines are maintained.</li> </ul>



### Meter Operations

### Environmental Control Svcs

### Water Treatment Plant

### Wastewater Treatment Plant

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• All staff reporting to work 5 days a week</li> <li>• Meter Supervisor in office 5 days a week</li> <li>• Covid-19 guidelines in place</li> <li>• Social distancing in place</li> </ul>	<ul style="list-style-type: none"> <li>• Laboratory closed to non-essential testing (required routine and emergency samples only)</li> <li>• Staff and visitor screening implemented</li> <li>• Non-essential staff on COVID-19 leave</li> <li>• Laboratory and Solid Waste/Recycling staff in the office</li> <li>• Inspectors rotating on-call for emergencies</li> <li>• Staff assisting other operations as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• All staff working or on COVID-19 leave</li> <li>• Staff screening implemented</li> <li>• Opr Supervisor in the office on Tuesday and Thursday</li> <li>• Contract electrical and instrumentation services still in place for necessary repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• All staff working or on COVID-19 leave</li> <li>• Staff screening implemented</li> <li>• Opr Supervisor in the office on Monday, Wednesday, and Friday</li> <li>• Contract electrical and instrumentation services still in place for necessary repairs</li> </ul>
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility open for water meter pickup with restrictions; deliveries allowed</li> <li>• Staff screening implemented</li> <li>• All staff reporting to work 5 days a week</li> <li>• Meter Supervisor in office 5 days a week</li> <li>• Covid-19 guidelines in place</li> <li>• Social distancing in place</li> </ul>	<ul style="list-style-type: none"> <li>• Laboratory closed to non-essential testing</li> <li>• Staff and visitor screening implemented</li> <li>• Stormwater Insp. in the office on rotation</li> <li>• Pretreatment Insp. in the office on rotation</li> <li>• ECS and Storm. Supervisors limited office hours due to COVID-19 Child Care leave</li> <li>• Laboratory and Solid Waste/Recycling staff in the office</li> <li>• All meetings held virtually</li> <li>• Staff assisting other operations as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent and Foreman rotating days at plant</li> <li>• All staff working or on COVID-19 leave due to Child Care</li> <li>• Limiting Lab sample testing to essential tests</li> <li>• Performing on-call screening checks on the weekend and after hours</li> <li>• Contract electrical and instrumentation services only</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent and Foreman rotating days at plant</li> <li>• All staff working or on COVID-19 leave</li> <li>• Limiting Lab sample testing to essential tests only</li> <li>• Performing on-call screening checks on the weekend and after hours</li> <li>• Contract electrical and instrumentation services only</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open for water meter pickup with restrictions; deliveries allowed</li> <li>• Staff screening implemented</li> <li>• All staff reporting to work 5 days a week</li> <li>• Meter Supervisor in office 5 days a week</li> <li>• Covid-19 guidelines in place</li> <li>• Social distancing in place</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Laboratory closed to non-essential testing</li> <li>• Staff and visitor screening implemented</li> <li>• Stormwater Insp. in the office on rotation</li> <li>• Pretreatment Insp. in the office on rotation</li> <li>• ECS and Storm. Supervisors limited office hours due to COVID-19 Child Care leave</li> <li>• Laboratory and Solid Waste/Recycling staff in the office</li> <li>• All meetings held virtually</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Superintendent and Foreman at plant.</li> <li>• All staff working or on COVID-19 leave due to Child Care</li> <li>• Performing on-call screening checks on the weekend and after hours</li> <li>• Outside vendor site visits limited</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Superintendent and Foreman at plant</li> <li>• All staff working or on COVID-19 leave due to Child Care</li> <li>• Performing on-call screening checks on the weekend and after hours</li> <li>• Outside vendor site visits limited</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Laboratory open to all customers</li> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> <li>• Plant opened to outside vendors</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff and visitor screening implemented</li> <li>• All staff in the office</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> <li>• Plant opened to outside vendors</li> </ul>

**PUBLIC SERVICES**

## Fleet Operations

## Facilities Operations

## Utilities Maintenance

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• Staff screening implemented</li> <li>• All staff working at home or on COVID-19 leave</li> <li>• All meetings held virtually</li> </ul>	<ul style="list-style-type: none"> <li>• Non-Essential staff on COVID leave</li> <li>• Reduced work hours and staggered hours for facilities staff</li> <li>• Sanitization of City facilities is the goal</li> <li>• Manager/Opr Supervisor working once a week from office</li> </ul>	<ul style="list-style-type: none"> <li>• Opr Supervisor in office once per week/working home rest of week</li> <li>• Foreman working 5 days a week</li> <li>• Only 2 operators providing essential maintenance services to the plants</li> <li>• Other operators on COVID-19 leave</li> </ul>
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• Staff screening implemented</li> <li>• Manager/Opr Supervisor working from office once a week</li> <li>• Fleet staff on rotation</li> <li>• Reception desk remains closed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public; deliveries allowed</li> <li>• Staff screening implemented</li> <li>• Manager/Opr Supervisor working from office once a week</li> <li>• All facilities staff on rotation</li> <li>• Reception desk remains closed</li> <li>• No outside visitors or meetings</li> <li>• No contracted projects</li> </ul>	<ul style="list-style-type: none"> <li>• Opr Supervisor and Foreman rotating days in the office.</li> <li>• Only 2 operators providing essential maintenance services to the plants.</li> <li>• Other Operators on COVID-19 leave</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open with reduced staff &amp; restrictions</li> <li>• Staff and visitor screening implemented</li> <li>• Manager/Opr Supervisor working in office</li> <li>• Fleet staff working full hours on rotation, with extended facility operating hours</li> <li>• Reception desk open for delivery</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• Manager/Opr Supervisor in the office</li> <li>• Foreman/Crew Leader in the office on rotation</li> <li>• All staff working full hours on rotating schedule with extended hours</li> <li>• Reception desk is closed</li> <li>• No visitor groups or meetings with more than 5 people (including staff participants)</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> </ul> <p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Opr Supervisor and Foreman in the office</li> <li>• Operators performing normal maintenance shifts unless on COVID-19 leave</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> <li>• Staff and visitor temp screening implemented</li> <li>• All staff in the the shop in different bays</li> <li>• Reception desk resumes regular hours</li> <li>• Shop will accept all deliveries for Kealy</li> <li>• No fixed limit on group or meeting capacity</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• Social distancing and COVID-19 guidelines are maintained</li> <li>• Staff and visitor screening implemented</li> <li>• All facilities staff will be working on PM, repairs and emergency repairs</li> <li>• Staff allowed to work in private offices</li> <li>• No fixed limit on group or meeting capacity</li> <li>• Contracted projects will continue with COVID-19 guidelines</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Opr Supervisor and Foreman working in office</li> <li>• All operators performing normal duties</li> </ul>

**PUBLIC SERVICES**

City Hall

## City Hall - Facility Changes

## Employee Changes

<b>ESSENTIAL OPERATIONS</b>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed (City Hall)</li> <li>• Temperature checks for employees</li> <li>• All Council and Board meetings held virtually</li> </ul>	<p><b>March 19, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff telecommuting, in Call Center, or staggered staffing schedule and working around FMLA childcare needs.</li> <li>• No city-wide non-essential training</li> </ul>
<b>INTERNAL OPERATIONS</b>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Special cleaning procedures</li> <li>• Conference room capacity reduced for social distancing</li> <li>• Plexiglass shields added where needed</li> <li>• Office dividers added where needed</li> <li>• All Council and Board meetings held virtually</li> </ul>	<p><b>May 26, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to work</li> <li>• Staff temperature checks continue</li> <li>• Meetings and essential training to be held virtually including New Employee Orientation and Benefits Training</li> <li>• Masks will be worn in accordance with Administrative Directive 2.12.11 (T2) Temporary COVID-19 Precautions</li> <li>• Employees that work in shared spaces where social distancing is not possible will continue to work from vehicles</li> <li>• COVID FMLA leave may continue in accordance with Administrative Directive 2.12.11 Emergency Paid Sick Leave Act (COVID-19)</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• Social distancing markers placed in appropriate places</li> <li>• Wello temperature device at front entrance of City Hall</li> <li>• Use of City Council conference room for appointments with public</li> <li>• All payments at Finance Customer Service counter</li> <li>• Replacing appliances in restrooms to make “touch-free” as much as possible</li> <li>• Porter in City Hall to conduct constant cleaning</li> <li>• Appropriate signage             <ul style="list-style-type: none"> <li>• Information with telephone numbers</li> </ul> </li> </ul>	<p><b>June 1, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall opened by appointment only</li> <li>• Temperature checks for employee will continue in accordance with Administrative Directive 2.12.11 (T2) Temporary COVID-19 Precautions</li> <li>• Masks will be worn in accordance with Administrative Directive 2.12.11 (T2) Temporary COVID-19 Precautions</li> <li>• Telecommuting agreement must be approved (in accordance with Administrative Directive 2.5.1 Telecommuting) for continuation of working from home.</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open with above listed protocols remaining in place for as long as local authorities direct</li> <li>• City Hall open</li> <li>• Social distancing required</li> <li>• Wearing of masks by public is encouraged, but not required</li> <li>• Target for in-person Council meetings is July 6, 2020</li> </ul>	<p><b>June 15, 2020</b> (same as above)</p>



	<b>City Manager's Office</b>	<b>Economic Development</b>	<b>Sustainability</b>	<b>Fire Marshal/Dev. Manager</b>
<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• City Manager and 1 ACM in office M-W-F; telecommute T-Th</li> <li>• Deputy City Manager and 1 ACM in office T-Th; telecommute M-W-F</li> <li>• Staff screening implemented (temperature checks)</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• All staff telecommuting</li> <li>• Director responds to in-person meetings as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented when needing to access city facilities</li> <li>• Sustainability Manager works remotely and comes in as needed</li> <li>• Responds as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented when needing to access city facilities</li> <li>• Fire Marshal/Development Manager works remotely and comes in as needed</li> <li>• Holds all development meetings online</li> <li>• Responds as needed</li> </ul>
<b>INTERNAL OPERATIONS</b>	Same as above	Same as above	Same as above	Same as above
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26- May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff return to office</li> <li>• Staff screening (temperature checks)</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only; all meetings with visitors/consultants must be held in City Council Conference Room</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff returns to office</li> <li>• Staff screening (temperature checks)</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only; all meetings with visitors/consultants must be held in City Council Conference Room</li> <li>• Telecommuting agreement must be approved to work from home</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff return to office</li> <li>• Staff screening (temperature checks)</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only; all meetings with visitors/consultants must be held in City Council Conference Room</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff return to office</li> <li>• Staff screening (temperature checks)</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only; all meetings with visitors/consultants must be held in City Council Conference Room</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff screening continues</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff screening continues</li> <li>• All staff in the office</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff screening continues</li> <li>• All staff in the office</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff screening continues</li> <li>• All staff in the office</li> </ul>

## Planning Department Office

## P&Z/ZBOA/OTDRC Meetings

## Engineering Operations

## Engineering Inspections

ESSENTIAL OPERATIONS	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Planning Director working remotely from home with limited in-office work every other week to prepare public hearing notice letters and zone change signs.</li> <li>• Planning Manager working remotely from home with occasional FMLA COVID-19 leave for childcare.</li> <li>• One Planner working from home remotely.</li> <li>• One Planner working from home remotely with occasional FMLA COVID-19 leave for childcare.</li> <li>• Planning Tech working remotely from home.</li> <li>• All duties handled electronically or over phone.</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public.</li> <li>• All meetings handled via Zoom.</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Engineers telecommuting.</li> <li>• CAD Operators and Capital Project Tech on COVID leave. Will come to the office as needed to respond to information requests, prepare exhibits and process invoices &amp; PO's</li> <li>• Staff responds as needed</li> <li>• All meetings held electronically or in the field</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Inspections and project related meetings will be conducted at construction sites.</li> <li>• Inspectors work from vehicle in the field</li> </ul>
INTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>• Facility closed to the public</li> <li>• Planning Director working remotely from home with limited in-office work every other week to prepare public hearing notice letters and zone change signs.</li> <li>• Planning Manager working remotely from home with occasional FMLA COVID-19 leave for childcare.</li> <li>• One Planner working from home remotely.</li> <li>• One Planner working from home remotely with occasional FMLA COVID-19 leave for childcare.</li> <li>• Planning Tech working remotely from home.</li> <li>• All duties handled electronically or over phone.</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public.</li> <li>• All meetings handled via Zoom.</li> </ul>	<p>Same as above</p>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff meetings and discussions to be held in the field. Entry into City Hall only as necessary and no more than 3 at a time</li> </ul>
LIMITED EXTERNAL OPERATIONS	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Employees return to office.</li> <li>• Plexiglass to be placed on desk in open area.</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility opened by appointment only</li> <li>• Will coordinate with CSO to schedule any necessary meetings in the Council Conference Room.</li> </ul>	<p><b>May 26 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• All meetings handled via Zoom.</li> <li>• Coordinate with CSO in preparations of making the City Council Chambers and City Council Conference Room ready for social distancing requirements.</li> <li>• Will follow City Council regarding returning to live meetings.</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff returns to office</li> <li>• Staff screening continues (temperature checks)</li> <li>• Plexiglass shields at front counter and Capital Project Tech's desk</li> <li>• Engineering Conference Room limited to four people. Excess chairs to be removed and stored.</li> <li>• Larger meetings moved to larger rooms or held electronically</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only; all meetings with visitors/consultants must be held in City Council Conference Room</li> <li>• All payments to Customer Service counter/Finance</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff screening continues (temperature checks)</li> <li>• Inspections and project related meetings to be conducted at construction sites</li> <li>• Staff Meetings and discussions to be held in the field. Entry into City Hall only as necessary and no more than 3 at a time</li> <li>• Inspectors continue to work from vehicles in field</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• Inspectors continue to work from vehicles in field</li> </ul>
FULL EXTERNAL OPERATIONS	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public (City Hall)</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public (City Hall)</li> <li>• Begin coordination of return to live meetings - anticipated for July.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public (City Hall)</li> <li>• Staff screening continues</li> <li>• All staff in the office</li> <li>• Larger meetings moved to Council Chambers or held electronically</li> <li>• Social distancing emphasized</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public (City Hall)</li> <li>• Staff and visitor screening implemented</li> <li>• Inspections will be conducted as normal</li> <li>• Meetings may be held in the Department offices/conference rooms and limited in size based on meeting space and social distancing guidelines.</li> <li>• Due to space limitations, Inspectors are limited to 2 in the office at any one time</li> </ul>

	<b>Finance Administration</b>	<b>Customer Service</b>	<b>Accounting/A-P/Audit</b>	<b>Purchasing</b>
<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Department management team coming into City Hall on staggered shifts, working from home for the balance of the week</li> </ul>	<ul style="list-style-type: none"> <li>Customer Service area functions continue, no in-person business being conducted. Phone and electronic correspondence only</li> <li>Staggered shifts scheduling minimum number of staff to adequately serve our remote customers.</li> </ul>	<ul style="list-style-type: none"> <li>All staff working from home</li> <li>Exception is AP Supervisor in office T, Th</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing staff work from home with limited number of days in the office</li> <li>Purchasing Agent in office M, W, F</li> </ul>
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	<ul style="list-style-type: none"> <li>Same as above</li> </ul>
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>All staff return to office (unless staff approved under telecommuting directive)</li> <li>Staff temperature screening in place</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open by appointment only (City Hall)</li> <li>Staff screening continues</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>All staff return to office (unless staff approved under telecommuting directive)</li> <li>Staff temperature screening in place</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open by appointment only (City Hall)</li> <li>All payments taken at Customer Service counter by appointment</li> <li>Payment plans may be set up during this time</li> <li>Staff screening continues</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>All staff return to office (unless staff approved under telecommuting directive)</li> <li>Staff temperature screening in place</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open by appointment only (City Hall)</li> <li>Staff screening continues</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>All staff return to office (unless staff approved under telecommuting directive)</li> <li>Staff temperature screening in place</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open by appointment only (City Hall)</li> <li>Staff screening continues</li> </ul>
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall opens to the public</li> <li>Finance Department opens to the public without appointment</li> <li>Staff screening continues</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall opens to the public</li> <li>Customer Service area open to the public without appointment</li> <li>Staff screening continues</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall opens to the public</li> <li>Accounting Division opens to public meetings as needed</li> <li>Staff screening continues</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall opens to the public</li> <li>Purchasing Division open to public meetings as needed</li> <li>Staff screening continues</li> </ul>

## Office of Emergency Management

## City Secretary's Office


## Human Resources

ESSENTIAL OPERATIONS	<ul style="list-style-type: none"> <li>The Emergency Administration Manager (Emergency Management Coordinator) and Emergency Management Specialist in the office on rotation in City Hall and telecommuting</li> <li>Virtual EOC with Executive Policy Group</li> <li>Coordinate with local, state, and federal agencies to respond to unmet needs</li> <li>Begin recovery operations</li> <li>Public Outreach and Emergency Notifications</li> </ul>	<ul style="list-style-type: none"> <li>Facility closed to the public (City Hall)</li> <li>City Secretary telecommuting other than week of City Council Meetings.</li> <li>Assistant City Secretary telecommuting and on FMLA COVID-19 leave.</li> <li>Administrative Assistant working in Call Center.</li> <li>Alcohol permits processed remotely – all in office duties handled</li> <li>Staff responds as needed</li> </ul>	<ul style="list-style-type: none"> <li>Department management team coming into City Hall on staggered shifts, working from home for the balance of the week</li> <li>HR Technicians with staggered days in office</li> <li>HR Specialist and Training Specialist telecommuting</li> <li>R&amp;O Specialist has ability to telecommute and be available in office</li> <li>Post accident drug testing conducted by external vendors only</li> </ul>	
INTERNAL OPERATIONS	<ul style="list-style-type: none"> <li>Staff screening is implemented (temperature checks)</li> <li>The Emergency Administration Manager and Emergency Management Specialist in the office on rotation in City Hall and telecommuting</li> <li>Virtual EOC with Executive Policy Group</li> <li>Coordinate with local, state, and federal agencies to respond to unmet needs</li> <li>Continue recovery operations</li> <li>Public Outreach and Emergency Notifications</li> </ul>	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	<ul style="list-style-type: none"> <li>Department management team coming into City Hall on staggered shifts, working from home for the balance of the week</li> <li>HR Technicians with staggered days in office</li> <li>HR Specialist and Training Specialist telecommuting</li> <li>R&amp;O Specialist has ability to telecommute and be available in office</li> <li>HR counter open in limited capacity to City employees only</li> <li>Post accident drug testing conducted by external vendors only</li> </ul>	
LIMITED EXTERNAL OPERATIONS	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>Employees return to work</li> <li>Staff screening implemented (temperature checks)</li> <li>All staff in the office</li> <li>EOC briefings with Executive Policy Group</li> <li>Coordinate with local, state, and federal agencies to respond to unmet needs</li> <li>Continue recovery operations</li> <li>Public Outreach and Emergency Notifications</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public by appointment only</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>City Secretary and Assistant City Secretary stagger alternate days between the office and telecommuting to avoid cross contamination.</li> <li>Plexiglass (front and side) to be placed on both desks in open area.</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall open by appointment only to the public - CSO to coordinate Conference Room scheduling/develop cleaning procedures with Public Services.</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>All HR employees resume regular in-office schedule.</li> <li>HR counter open to City employees</li> <li>Adequate distance with employees located in their own office space</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall open by appointment only</li> <li>Employee substance abuse testing by HR staff will resume</li> </ul>	
FULL EXTERNAL OPERATIONS	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public</li> <li>All staff in the office</li> <li>Staff screening continues</li> <li>EOC briefings with Executive Policy Group</li> <li>Coordinate with local, state, and federal agencies to respond to unmet needs</li> <li>Continue recovery operations</li> <li>Public Outreach and Emergency Notifications</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>Facility open to the public</li> <li>All staff in the office working regular business hours.</li> <li>Continue coordination of Primary Runoff Election voting to be held at Frederick P. Herring Recreation Center.</li> <li>Coordinate public returning to City Council meetings.</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>City Hall/HR counter open to the public</li> <li>Social distancing maintained</li> <li>Regular sanitation of HR counter</li> <li>Splash guards on each desk in central area</li> </ul>	

### Building Services

### Code Enforcement

### Health Services

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>ESSENTIAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• City Hall closed to the public</li> <li>• All staff working in Building Inspections</li> <li>• All staff working at home or on COVID leave in Permitting - Permit Techs</li> <li>• All staff alternating required office days and telecommuting - Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• City Hall closed to the public</li> <li>• 40% staff actively working</li> </ul>	<ul style="list-style-type: none"> <li>• City Hall closed to the public</li> <li>• All staff working at home or on COVID leave</li> </ul>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>INTERNAL OPERATIONS</b></p>	<ul style="list-style-type: none"> <li>• Staff screening implemented (temperature checks)</li> <li>• City Hall closed to the public</li> <li>• Inspectors/ Officers working from their vehicles not coming to the office</li> <li>• Office staff spread out to allow for social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Staff screening implemented (temperature checks)</li> <li>• City Hall closed to public</li> <li>• No proactive code enforcement</li> <li>• minimum staff to handle extreme code issues and complaints</li> <li>• assisting with COVID Information to public</li> <li>• Inspectors/ Officers working from their vehicles not coming to the office</li> </ul>	<ul style="list-style-type: none"> <li>• Staff screening implemented (temperature checks)</li> <li>• City Hall closed to the public</li> <li>• Inspectors/ Officers working from their vehicles not coming to the office</li> </ul>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>LIMITED EXTERNAL OPERATIONS</b></p>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff returns to office</li> <li>• All building inspectors continue routine inspection</li> <li>• Inspectors working from vehicles and checking voicemail remotely</li> <li>• Continue routine plan review</li> <li>• All permit techs return to office on 05.26.20. Techs will be spaced out to ensure social distancing</li> </ul> <p><b>June 1 - 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public by appointment only</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff returns to office</li> <li>• Multifamily program vacant units</li> <li>• Single-family rental program</li> <li>• Swimming pool inspections</li> <li>• assisting with COVID Information to public</li> </ul> <p><b>June 1 - 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public by appointment only</li> </ul>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Staff returns to office</li> <li>• Continue risk-based inspections</li> <li>• Swimming pool inspections</li> <li>• Assisting with COVID Information to public</li> <li>• Inspectors working from vehicles and checking voicemail remotely</li> </ul> <p><b>June 1 - 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public by appointment only</li> </ul>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>FULL EXTERNAL OPERATIONS</b></p>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff and visitor screening implemented</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• Return to Proactive Code Enforcement</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open to the public</li> <li>• Staff and visitor screening implemented</li> <li>• return to risk based inspections</li> </ul>	

## Neighborhood Services

## Neighborhood Grants

<b>ESSENTIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Staff screening implemented (temperature checks)</li> <li>• Staff members working from home</li> <li>• Board meetings held online as needed</li> <li>• Phones routed through Building Inspection Counter</li> <li>• Cancellation of PEP/LYB/NEZ/NEP/Lakeside Bold/ PEP Plus Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Staff screening implemented</li> <li>• All staff members working from home</li> <li>• Phones routed through City Call Center</li> <li>• KLB staff allowed minimal one-person access</li> </ul>		
<b>INTERNAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented (temperature check)</li> <li>• Loving Our Community Call Center merged with Call Center</li> <li>• Loving Our Community Call Center closes on May 22</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closed to the public (City Hall)</li> <li>• Staff screening implemented (temperature checks)</li> <li>• Loving Our Community Call Center</li> <li>• Loving Our Community Call Center closes on May 22</li> </ul>		
<b>LIMITED EXTERNAL OPERATIONS</b>	<p><b>May 26 - May 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff return to office</li> <li>• Exploring CDBG CV Funding</li> </ul> <p><b>June 1 - June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only</li> </ul>	<p><b>May 26 - 29, 2020</b></p> <ul style="list-style-type: none"> <li>• All staff return to office</li> <li>• Exploring CDBG CV Funding</li> </ul> <p><b>June 1- June 12, 2020</b></p> <ul style="list-style-type: none"> <li>• City Hall open by appointment only</li> </ul>		
<b>FULL EXTERNAL OPERATIONS</b>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• All staff back in the office (except for staff with approved telecommuting agreement)</li> </ul>	<p><b>June 15, 2020</b></p> <ul style="list-style-type: none"> <li>• Facility open to the public</li> <li>• All staff back in the office (except for staff with approved telecommuting agreement)</li> </ul>		